



REPORTING REQUIREMENTS FOR

# Hazardous Materials

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
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Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN  
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The following are guidelines to help the building permit applicant determine whether they need to comply with the hazardous materials reporting requirements. For more information, contact the Development Services Center at (619) 236-6270 or the individual agencies listed below.

## I. NON-RESIDENTIAL BUILDING PROJECTS ONLY

These requirements apply to nonresidential construction projects only. Applicants for residential projects do not need to fill out the questionnaire described in Section III of this bulletin.

## II. TIME REQUIRED

Plan review time for nonresidential construction permits may be greatly reduced if the applicant can determine the need for a hazardous material review before permit submittal. This can be done by reviewing the Hazardous Materials Questionnaire explained in Section III, and contacting the appropriate agency with any questions.

## III. HAZARDOUS MATERIALS QUESTIONNAIRE

All applicants for nonresidential projects must completely fill out the Development Services Business Center Hazardous Materials Questionnaire (IN-3136). Completed questionnaires must accompany the plan set at the time of plan submittal.

If item 15 is circled in Part I of the Questionnaire and all questions in Parts II and III are answered, the plan set may be submitted for permit without a hazardous materials review by the Fire Department.

If any of items 1-14 in Part I are circled, then a Fire Department review is required. If any items in Part II are answered "yes," a review by the County of San Diego Department of Environmental Health (Hazardous Materials Management Division) is required. Any "yes" answers in Part III require a review by the Air Pollution Control District.

### A. Fire Department Review

All businesses applying for a permit which use, handle or store any quantity of hazardous materials shall be reviewed by the San Diego Fire Department. The purpose of this review is to classify the building occupancy in accordance with the Uniform Building Code. In addition, the review will ensure that the Uniform Fire Code provisions for handling and storage of hazardous materials are met. Prior to review, a Fire Department form, Hazardous Materials Infor-

### Documents referenced in this Information Bulletin

- **Hazardous Materials Questionnaire (IN-3163)**

mation (FPB-500), must be completed. The plan review will not be performed without the completed FPB-500 form.

If you have any questions regarding the completion of the form, please contact the Fire Department Hazardous Materials Plan Review Division at (619) 236-6883 or (619) 236-6447.

### B. Department of Environmental Health

All applications for businesses which use, handle, or store hazardous materials, including hazardous waste, must be reviewed by the San Diego County Department of Environmental Health (DEH), Hazardous Materials Management Division (HMMD). The purpose of this review is to determine if a Hazardous Materials Business Plan or a Risk Management and Prevention Plan (RMPP) is required to be submitted or updated by the business, and if a Department of Environmental Health permit is required. If a business meets any of the following, a Hazardous Materials Business plan will be required to be completed prior to final occupancy:

1. The quantity of hazardous materials at any one time is equal to or greater than a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for a compressed gas; or
2. The quantity of any Acutely Hazardous Material (AHM) will be equal to or greater than its Threshold Planning Quantity (TPQ); or
3. Any amount of the material is a carcinogen, reproductive toxin, a hazardous gas with a Threshold Limit Value-Time Weighted Average (TLV-TWA) or Threshold Limit Value-Short Term Exposure Limit (TLV-STEL) of 110 parts per million (ppm) or less.

In addition, if the business handles any quantity of an Acutely Hazardous Material, the business must submit an AHM Registration Form to the Department of Environmental Health prior to issuance of the construction permit. If the business will use or store any AHM's in excess of specified quantities (Threshold Planning Quantities), the DEH is required to conduct

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a site-specific computer screening prior to issuance of the construction permit. The purpose of this screening is to determine if an off-site consequence would likely result from the sudden release of the Acutely Hazardous Materials. If the probability of a release exists, the business must prepare an Risk Management and Prevention Plan.

If you have any questions, please contact the Department of Environmental Health, Hazardous Materials Management Division at (619) 338-2222 or the Regional Permit Assistance Center (RPAC) in the Development Services Center at (619) 236-5938.

### **C. Air Pollution Control District**

The San Diego County Air Pollution Control District (APCD) requires a review for businesses which may emit air contaminants from non-vehicular sources. The purpose of this review is to determine whether an Authority to Construct and Permit to Operate are required for certain equipment at the business. In addition, the review will determine whether notification is required for demolition and renovation projects involving asbestos. Permits and notifications help San Diego County protect the public health by attaining and maintaining ambient air quality standards and preventing public nuisances. For further information, please contact the APCD at (619) 694-3307 or the RPAC at (619) 236-5938.

## **VI. FUTURE OCCUPANTS**

Building owners and their agents have the responsibility to indicate if the occupants of the building will need to comply with this law, regardless of whether there is a tenant at the time the application is made.

If at a later date it is determined that a tenant will be handling hazardous materials as described in this Information Bulletin, notify the Fire Department and the Department of Environmental Health.